

# SITE PLAN APPLICATION:

# PROCESS GUIDELINES



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## SITE PLAN APPLICATION - Process Guidelines

This Guideline has two parts:

- 1.0 Site Plan Approval Process & Procedures
- 2.0 Drawing Requirements (drawings required including checklists, and standards notes)

The guideline is intended to provide a road map for the site plan application process, including drawing requirements, standard letter of credit format, Site Plan undertaking forms, securities.

The Council of the City of Mississauga, under Section 41 of the *Planning Act*, passed [Site Plan Control By-law 0293-2006](#), as amended, designating all of the lands within the municipality, with certain exceptions, as a Site Plan Control area.

Site plan application approval considers the following:

- Location and design of buildings and structures
- Urban and landscape design
- Sustainable design elements

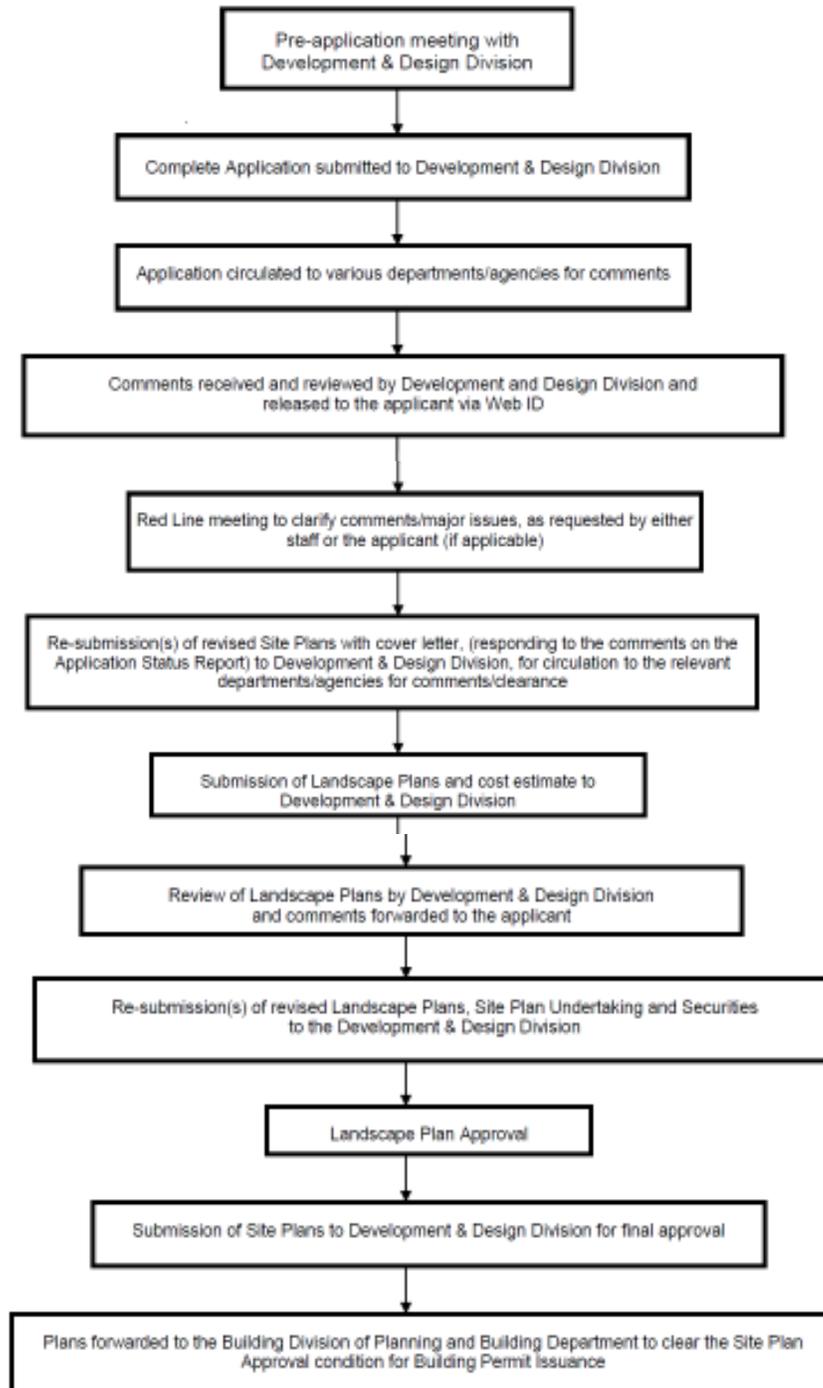
The Site Plan Approval process is a key component in the implementation of the policies in Mississauga Official Plan, and relate to technical matters such as transportation, environment and design.

Planning and Building Department, Site Plan Application webpage:  
[Site Plan Information](#)

ePlans webpage (on-line submission for applications)  
[ePlans](#)

Applicants should contact the Planning and Building Department through the City's main information line at (905) 615-4311 to determine if a particular development is subject to Site Plan Approval.

## SITE PLAN PROCESS FLOW CHART



## **1.0 SITE PLAN PROCESS & PROCEDURES**

All site plan applications MUST first go through the "pre-application meeting request" process, prior to submitting for an application.

### **1.1 PRE-APPLICATION MEETING REQUEST**

#### **1.1.1 Purpose:**

The purpose of the pre-application meeting request is to allow Planning staff to review the proposal and determine the appropriate type of site plan application the proposal will require (Section 1.2 describes types of site plan applications).

A meeting may or may not be held, depending on the complexity of the proposal. If a meeting is scheduled, the applicant presents their proposal and there is an opportunity for discussion based on the review of the proposal by Planning staff. After the meeting, a list of submission requirements will be available to the applicant within the project file in ePlans.

#### **1.1.2 How to Request a Pre-application Meeting:**

A "pre-application meeting request for development applications" is required to be submitted prior to a site plan application and is submitted through ePlans. See link below for what to submit and how to submit.

[How and What to Submit for a Pre-application Meeting](#)

#### **1.1.3 Timing:**

A pre-application meeting request information will be reviewed and a meeting scheduled approximately 7 business days of receiving the request.

## **1.2 TYPES OF SITE PLAN APPLICATIONS**

A site plan application could fall within one of the following application types, depending on the complexity of the development. The various types are outlined as follows.

### **1.2.1 Standard Site Plan Application (SP)**

A standard site plan application is required for all new development, such as new multi-unit residential developments, commercial and industrial developments, as well as for major additions and site layout amendments.

### **1.2.3 Limited Site Plan Application (SPM)**

A limited site plan application is required when the proposed project is minor in nature and warrants a limited circulation to internal departments and external agencies. A limited site plan application could include minor building alterations/additions or site revisions that do not significantly reduce landscaped areas or interfere with fire routes/emergency access.

### **1.2.4 Site Plan Approval Express (SPAX)**

A site plan approval express is not circulated to other departments and external agencies, there is no formal circulation of the drawings. The proposal would be very minor in nature and could include an outdoor patio accessory to a restaurant, or minor amendments to the site.

### **1.2.5 Infill Housing (New Dwellings, Replacement Housing and Additions) (SPI)**

Specific residential areas in the City are subject to site plan approval to ensure that the construction of new dwellings, replacement housing and additions retain and complement the overall character of the community's existing housing stock and natural areas, and contribute to the diversity and unique qualities of the neighbourhood.

Design guidelines, to assist applicants can be found are the following link.  
[“New Dwellings, Replacement Housing and Additions – Design Guidelines and Site Plan Requirements”](#)

### **1.2.6 Development Not Subject to Site Plan Approval (DNS)**

Some very small changes to the site can be deemed development not subject to site plan review and approval, as per City Council adoption of the "Development Not Subject to Site Plan Review and Approval Corporate Policy 07-01-01.

## **1.3 SUBMITTING A SITE PLAN APPLICATION**

A site plan application request is submitted through ePlans, only after a 'pre-application meeting request' has been completed. A pre-application number is required to be inputted in the site plan approval request form.

A site plan application is not accepted until all requirements have been submitted. Once accepted, the applicant will be requested to pay the application fee. After the fee is paid, the application is created and circulated.

Payment of the application fee may be made by credit card, debit, cash or cheque which is payable to the City of Mississauga.

### **1.3.1 How to Submit**

All site plan applications are submitted through ePlans. The link to ePlans is provided below and a How to Use ePlans booklet is available on the log in page of ePlans.  
[ePlans Log-In](#)

### **1.3.2 What to Submit**

All drawings and requirements listed on the Submission Requirement list provided after the Pre-application meeting must be submitted.

The site plan application form must be completely filled out including owner's signatures and commission of oath as required. Link to the site plan application form is as follows.

[Site Plan Application Form](#)

### **1.3.3 Drawing Requirements**

All drawings must be VECTOR based.

Each drawing should be uploaded individually in ePlans

Drawings must be named according to the naming convention (see ePlans Applicant User Guide, page 3)

[Applicant User Guide for ePlans](#)

See Part B for a complete list of drawing requirements, standard notes, and drawing names.

## **1.4 REVIEW OF SITE PLAN APPLICATION**

### **1.4.1 Circulation of Site Plan**

The Planner will determine which departments and agencies the site plan application is circulated to for comments. Each department will review the application and provide comments/approval. A Project Status Report will be provided to the applicant once all comments have been inputted into ePlans. The timing for the first submission review is approximately 4-6 weeks.

Below is a list of departments and agencies that could be circulated the site plan application. A detailed list of what their review would entail is located in Appendix 1 of this document.

Planning and Building Department  
Transportation and Works Department  
Community Services  
Mississauga Transit  
Hurontario Light Rapid Transit Project

Bus Rapid Transit Corridor  
Region of Peel  
Conservation Authority  
Ministry of Transportation  
Enersource Hydro Mississauga  
Utility Companies (ie. Bell Canada, Rogers)  
Railway (Canadian National, Canadian Pacific)  
Greater Toronto Airport Authority

#### **1.4.2 Comments Provided to Applicant**

The Planner will release the file to the applicant. Once released, the applicant will have access to the file through ePlans and will be able to view the “Project Status Report”. The Project Status Report is a list of all comments received by the various internal departments and external agencies. Comments are received in the form of mark-ups on the drawings and checklist report items.

It is the responsibility of the applicant to address each of the mark-ups/comments indicated. In addition, the applicant will indicate how each item has been addressed on the Checklist Report when completing their task.

If the revised drawings do not address all of the comments, the Planner may return the file to the applicant.

If the comments are of a significant nature, or the applicant is unsure how to address some or all of the comments, the applicant should follow up with the reviewer directly or contact the Planner.

Once all comments have been addressed, the applicant will complete their task in ePlans and send the file back to the City.

Staff will review corrections and this back and forth will continue until the site plan has reached a satisfactory stage.

### **1.4.3 When to Submit a Landscape Plan**

When the applicant has addressed all issues related to the location and layout of any buildings, parking, landscape area, and fire route, Landscape Plans should be uploaded into ePlans for review and approval by the Landscape Architect. This should occur no later than the second submission for recirculation.

A landscape plan approval is a part of the Site Plan Approval process to ensure that an acceptable level of site works is provided by the proponent as part of their proposed development in order to contribute to the overall objectives of Mississauga Official Plan. Authority to issues Landscape Plan Approval is mandated under Section 41 of the Ontario Planning Act, R.S.O. 1990, c.P.13.

### **1.4.4 Security Requirements**

The Project Status Report may include a request for securities to ensure that the site works, including tree protection, are completed in accordance with the approved site plan drawings.

Securities in the form of a letter of credit, certified cheque, bank draft or cash must be received prior to approval of the Site Plan and Landscape Plan.

Acceptable Letters of Credit must be drawn from a bank set out in Schedule 1 of the Bank Act (R.S.C. 1985, C.B-1.01, and any amendments thereto) or a bank listed in Schedule 2 of the Bank Act (R.S.C. 1985, C.B-1.01, and any amendments thereto) having a Dominion Bond Rating Service of R-1.

The standards form for the Unit Cost for Site Works, Standard Format for Cost Estimate and Letter of Credit can be found on the Site Plan Application webpage at the following link. [Security Requirement Forms](#)

### **1.4.5 Site Plan Undertaking**

A Site Plan Undertaking is required for all applications to ensure that the approved site works are completed as shown on the approved plans.

A complete, original copy of the Site Plan Undertaking is required prior to issuance of the Site Plan Approval. The undertaking must be signed by the OWNER, and must reflect the amount of securities posted for the application. The name on the Site Plan Undertaking must be the same as the name providing the site works securities.

There are two undertaking forms available: one for Corporations and one for individuals. See links noted below.

[Corporation Site Plan Undertaking](#)

[Homeowner's Site Plan Undertaking](#)

In certain circumstances, special provisions, conditions or requirements may be warranted relating to the phasing of development, interim site conditions, timing issues associated with the construction of boulevard streetscaping and works, noise attenuation and/or environmental issues. Also on occasion, previous Development Agreements applying to the lands may need to be amended or modified. In these situations, the City may require the land owner to enter into a Site Plan Agreement that will be registered on title to the lands in lieu of or in addition to requiring a Site Plan Undertaking.

## **1.5 APPROVAL OF SITE PLAN AND LANDSCAPE PLANS**

### **1.5.1 When is Site Plan Approval Issued and How Long is it Valid**

Site Plan Approval will be issued once all comments have been addressed and cleared, the Landscape Plans have been approved, the required securities posted and the Site Plan Undertaking has been received.

Stamped approved drawings will be located in ePlans within the 'approved folder'.

Site Plan Approval is valid for one year from the date of approval.

### **1.5.2 Cancelling Site Plan Approval**

When Site Plan Approval has been issued and the owner chooses not to pursue the development, written authorization on corporate letterhead (if applicable), will be required from the owner indicating their intent to close the file. Staff will confirm that

no building permits have been issued and no site works have been undertaken, then Site Plan Approval will be revoked and the securities held for site works completion will be returned.

### **1.5.3 Inactive Site Plan Applications**

If there is no activity on a file for three months or longer from the date of the last activity by either the City or the applicant, a letter will be sent to the applicant informing them that unless a resubmission addressing outstanding matters is received within a month, the file will be closed by the Development and Design Division without further notice. Inspection fees and securities will be returned to the applicant prior to the closing of the file.

If after the file is closed, the applicant wishes to again pursue the application, a new file and application fee in accordance with the current Planning Act Processing Fees By-law will be required. If the applicant submits a written request to withdraw or discontinue the application or if the Development and Design Division closes the application due to inactivity, refunds of application fees are available upon request.

## **1.6 SITE INSPECTION PROCESS**

### **1.6.1 Completion of Works and Inspections**

Upon completion of all site works, including construction, landscaping, sodding and paving, the applicant is to submit a “Landscape – Reduction of Letter of Credit” and/or “Landscape – Inspection of Final Site Works”, along with the applicable inspection fee to the Landscape Architectural Technologist. A site inspection will then be completed. Securities will be returned to the owner after the inspection and approval of the built site works.

The terms of the Site Plan Undertaking indicate that the owner has 18 months to complete the site works from the date of Site Plan Approval. After this time, the City may draw upon the securities to complete the site works. A tree preservation assessment may require an additional growing season, and securities may be held for two years if the hoarding is not in place during all phases of construction or if damage due to construction practices is observed.

If applicable, additional inspections may be required by the Community Services Department for the release of securities held for the preservation of City owned trees, for parkland protection, reinstatement, streetscape works and fencing.

Additional inspections may be required by the Transportation and Works Department for the release of securities depending on the nature of site issues.

### **1.6.2 General Policies**

All site and landscape works are to be completed in accordance with the approved Site Plans.

Inspection dates are posted 18 months from the time of Site Plan Approval or in accordance with the Site Plan Undertaking provided by the owner. Inspection fees must be submitted at the time of the inspection request for both the initial inspection and each additional inspection(s).

The owner must ensure that the following items are completed prior to requesting an inspection for approval:

- final coat of asphalt and parking lines
- parking stalls for persons with disabilities (curb cuts, flush thresholds) and signs
- roof top mechanical unit screening
- park reinstatement works

Any revisions to the approved works must be approved by the Development and Design Division, which may require a revised Site Plan submission or an as-built landscape drawing, depending on if the built works are substantially different from the approved drawings.

Contractors' warranties will not be accepted in the place of site works completion for the purpose of a security release.

Securities will be drawn upon by the City if steps are not taken by the owner to rectify deficient works.

### 1.6.3 Reductions and/or Release to Letter of Credit

Reductions to the Letter of Credit may be done between November 1st and April 30th, and will be based on the staffs' assessment of outstanding site works. Final approval of site works and release of Letters of Credit may be done between May 1st and October 31st (weather dependent).

The minimum reduction to the Letter of Credit will be 20% of the total value or not less than \$5,000.00 dollars. Only one reduction to the Letter of Credit may be permitted prior to the approval of the site works by the Planning and Building Department.

The consulting Landscape Architect is to submit an original Landscape – Reduction of Letter of Credit form noting substantial completion and/or the Landscape – Inspection of Final Site Works form.

Securities provided for Site Plan Approval are solely for the completion of site works, and cannot be used for the payment of unpaid consultant's accounts or to pay for required site works and/or inspection fees (refer to authority of the municipality in the *Planning Act*).

Upon written notice of the site works completion and receipt of inspection fee, staff will visit the site for an inspection

Staff will inspect the site to confirm installation of the works shown on the drawings included in the Site Plan Approval package.

An Inspection Report will be forwarded to the applicant and the consulting Landscape Architect if there are site deficiencies.

Upon acceptance of the site works, an approval notice will be issued to the Finance Division.

Please contact all commenting Departments/agencies who have requested securities as part of the site plan application, to make arrangement for the reduction or release of their respective securities (i.e. Community Services/Forestry/Parks Planning and Transportation and Works Department).

#### **1.6.4 Revisions to Approved Site Plans**

If the applicant wishes to make any changes to the approved site plan drawings, the revised information must be submitted as a “pre-application meeting request” for review and to determine what form of site plan application the revisions will be documented in.

## **2.0 DESIGN STANDARDS & DRAWING REQUIREMENTS**

### **2.1 DESIGN STANDARDS**

All required plans (Site Plan, Landscape Plan, Streetscape Plan, Grading Plan, Elevation Drawing, etc.) should be consistent and must include the following information:

- Show building locations including entrances
- All proposed structures (retaining walls, accessory buildings)
- Pedestrian Circulation
- Vehicular Circulation
- Multi-modal Circulation (bike lanes, transit stops, etc.)
- Driveways, parking, walkways, etc.
- Proposed grades (spot elevations)
- Location of services, utilities and easements which are proposed or to remain
- Construction area requirements (area around the proposed buildings required for excavation of foundations and access during construction or areas for stockpiling)
- Environmental Impact Statement (EIS) constraints
- Landscape buffers and areas as per the City's Zoning By-law
- Fencing and garbage enclosures
- Amenity Spaces

A site plan must be prepared by an accredited Architect or Professional Engineer or Landscape Architect.

#### **2.1.2 PEDESTRIAN CIRCULATION**

Indicate all pedestrian circulations on the site plan, including walkways, stairs and ramps. Provide a barrier free pedestrian network throughout the site (refer to Accessibility for Ontarians with Disabilities Act (AODA) and City of Mississauga Accessibility Guidelines).

### **2.1.2.1 Walkways**

Pedestrian walkways must be raised approximately 15 cm from vehicular traffic to provide definition and protection of pedestrian traffic.

Standard minimum width of a pedestrian walkway is 1.5 m.

Accessible pedestrian routes must be 1.8 metres in width.

Standard minimum width of a pedestrian walkway adjacent to the end of parking spaces is 1.8 m.

Walkways must be a hard surface material other than asphalt.

Pedestrian walkways are to be provided to the following areas:

- Building ingress and egress
- Parking areas
- Municipal sidewalks (including adjacent bus stops)
- Common amenity areas

### **2.1.3 VEHICULAR CIRCULATION**

Indicate all vehicular circulations on the site plan, including passenger cars, waste management vehicles, emergency vehicles, and service vehicles.

#### **2.1.3.1 Fire Routes**

Fire and Emergency Services access routes will:

- Be connected to a public thoroughfare by an entrance not less than 6 m wide
- Have a clear driving width not less than 6 m
- Be located not less than 3 m and not more than 15 m from the face of the building (measured horizontally and at right angles)
- Have an overhead clearance not less than 5
- Have a center line turning radius of not less than 12 m for any change in direction of the access route complete with 3 m clearance from the centre line to any obstruction such as islands or parking

- Have turn-around facilities for any dead end portion of the access route exceeding 90 m
- Be designed to provide access to the building face which contains the principal entrance when only one building face is accessible
- Be designated as per By law 1036 81, as amended, prior to occupancy of the building
- Be constructed of hard surface material such as asphalt, concrete or lockstone and designed to support a load of not less than 11 363 kg per axle and have a change in gradient of not more than 1 in 12.5 (8%) over a minimum distance of 15 m

### **2.1.3.2 Waste Management**

Indicate and dimension the location of interior and/or exterior garbage, recycling and composting storage and handling facilities.

Indicate if there will be private or municipal garbage pick-up.

For further information on Regional Site Plan criteria see the “Waste Collection Design Standards Manual” at the link below or contact the Waste Management Division at (905) 791-9499.

[Waste Collection: Design Standards Manual](#)

### **2.1.3.3 Parking / Loading/Traffic Islands**

The location and dimension of parking spaces and loading areas shall be included on the Site Plan based on the Zoning By-law requirements.

[Zoning By-law](#)

Major internal vehicular routes are to be defined with minimum 3 metre wide raised and curbed traffic islands. Vehicular accesses to the site are to be defined by a minimum 3 m wide landscaped area.

#### **2.1.3.4 Curbing**

The type and location of curbing shall be indicated on the Site Plan. Continuous 15 cm high barrier type poured concrete curbing will be required between vehicular routes/parking stalls and landscaped areas.

Provide curb cuts or depressed curbs where pedestrian walkways cross vehicular routes and to accommodate accessible design.

#### **2.1.3.5 Accessible Design**

Accessible design requires that the building be accessible to persons with disabilities and shall conform to Ontario Building Code, Section 3.8, as amended.

In addition, please refer to the guidelines in the “2015 Facility Accessibility Design Standards” and Zoning By-law available on-line at the below links.

[Facility Accessibility Design Standards](#)

[Zoning By-law](#)

#### **2.1.4 SIGNAGE**

Signs are not approved through the Site Plan application process. All signage is approved through the Sign Unit of the Planning and Building Department. Signage must comply with the provisions of Sign By-law 0054-02, as amended. Contact the Sign Unit of the Planning and Building Department at (905) 615-4311 for further information.

Ground signs can be shown on the landscape plan for information purposes. When shown, the Landscape Architect will ensure that the plantings are appropriate in relation to the sign.

Fascia signs are to be shown on the building elevations. The actual wording should not be shown included only the location of the signage on the building.

A note should be included on all drawings which include signage information (see Standard Note section).

### **2.1.5 GRADING PLANS**

The Surveyor must base any topographic surveys on the City of Mississauga benchmarks and not geodetic elevations. The location and published elevation of an existing City of Mississauga benchmark is to be noted on the plans. All elevations shown on the Site Plan shall be related to the above noted City of Mississauga published benchmark elevation. Contact the Transportation and Works Department at 905-615-4950 for more information.

The Site Plan must identify spot elevations at

- property boundaries
- corners of proposed structures including finished floor elevations
- base of significant vegetation to be preserved
- the limits of the proposed development.

### **2.1.6 COMPOSITE UTILITY PLAN**

Composite Utility Plans are required for all types of development proposals located along Corridors, Intensification Corridors, within Major Nodes, Community Nodes and Downtown. These areas are identified on Schedule 1b and 1c of Mississauga Official Plan. See link for Mississauga Official Plan. [Official Plan](#)

Utility Plans are reviewed in conjunction with streetscape plans when upgraded streetscapes are required. The information on the Utility Plan also forms the basis for a Public Utilities Coordination Committee (P.U.C.C.) submission which is required as a condition of Site Plan approval.

Utility plans are based on the physical locates of all existing utilities/services within the municipal boulevard along the frontage(s) of the site. The physical locates must be obtained from test pits at reasonable intervals and/or by surface geophysics. The applicant/owner is responsible for all costs associated with relocating any utilities/services as required to accommodate the streetscape design. Streetscape securities are to include these costs.

Utilities are defined as any structures above or below ground which exist on City property and include, but not limited to:

- buried and aerial hydro cable and ducts
- telephone, cable, television and internet communication cables
- trees
- water, including underground pipes, hydrant and valves
- sanitary and storm sewer pipes, including catch basins and manholes
- gas lines
- meters, handwells and vaults

The Utility Plan must illustrate:

- a clear legend
- drawings to a scale of 1:200 metric
- the limits of the development application, streetline, abutting municipal boulevards, curb line, sidewalk, splash pad, street names, existing above and below ground utilities/services
- all relevant dimensions and offsets from the property line
- identify all existing easements with the associated registration number

The Utility Plan Cross Sections must illustrate:

- drawings to a scale of 1:50 metric
- the area between the property line and the curb line
- the vertical and horizontal locations and applicable dimensions for all existing above and belowground utilities/services
- must be taken at intervals as required to depict any variation in offsets of existing utilities
- The consulting professional engineer is to certify on the plan that the information on the plan is complete, accurate and based on physical locates as described above.

### **2.1.7 STREETScape PLAN**

A streetscape plan may also be required and requested by the City.

### **2.1.8 ENGINEER CERTIFIED LIGHTING PLAN**

Engineer Certified Lighting Plans are required for the exterior lighting on a property for all Site Plan applications located within 60 metres of a residentially zoned property per Corporate Report dated November 13, 2012 titled 'The city of Mississauga – Outdoor Lighting Review'. Plans are to be prepared by a qualified Electrical Engineer. Site Plan applications for detached and semi-detached dwellings are excluded.

The Engineer Certified Lighting Plan must illustrate:

- the location, number, type, position, elevation and mounting height of all exterior light fixtures including exterior lighting on timers
- the Elevation drawings must show the height and type of "shielded" lighting fixture. All proposed exterior lighting is required to be "shielded" (See Appendix 2 for examples of acceptable/unacceptable lighting fixtures).
- the light spread pattern drawing along with all the exterior light fixture information must be shown on the Engineering Certified Lighting Plan
- the Engineer Certified Lighting Plan must conform to the Site Plan
- the site works securities are required to ensure that the lighting is "shielded" and installed correctly as per the approved Site Plan and Engineer Certified Lighting Plan. The Site Plan securities for exterior lighting include the external 'freestanding' fixtures, including pole-mounted lighting, bollards, in-ground lighting, flood-lights, etc. A lump sum security will be required for wall mounted fixtures

### **2.1.9 TREE INVENTORY AND PRESERVATION PLAN**

A Tree Inventory and Preservation Plan, including an Arborist Report may be required as part of the Site Plan application.

The Tree Inventory and Preservation Plan illustrate all existing trees and vegetation on site. It includes an overlay of the proposed development and indicates trees and vegetation to be preserved and removed. The Inventory provides specific information on tree identification, size, condition, and location and tree health.

An Arborist Report is an independent report prepared by a qualified professional arborist containing specific observations and information on tree identification, size, condition, location and tree health.

It may also include recommended actions, potential impacts of development, and mitigation measures relating to one or more trees on an individual lot or project site. The report may require amendments as conditions change over time. The report may address specific requirements for a project or jurisdiction.

The Tree Inventory and Preservation Plan, including the Arborist Report shall include the following information:

- property owner(s) and applicant's name, address, phone number and email
- the certified Landscape Architect's information for the Tree Inventory and Preservation Plan
- the certified Arborist's information including supporting development application file number (Site Plan, Zoning, Subdivision, Condominium, etc.) for an Arborist Report

All trees allocated for preservation should be properly tagged on-site in accordance with the Tree Inventory and Preservation Plan and protected with hoarding prior to issuance of Tree Permit application and/or Site Plan Approval.

Tree permit application information can be found at the following link.

[Forestry Tree Protection By-law and Permit Requirements](#)

#### **2.1.9.1 Hoarding Requirements**

Framed Hoarding is temporary fencing, to be in place around existing trees to be preserved for the duration of construction. Framed hoarding is defined as plastic safety fencing supported by iron "T" stakes at 2.0 m (6 ft. 7 in.) on centre and supported with a wooden frame of 38mm x 89mm (2" x 4") slats across the top and bottom.

Solid Wood Hoarding is temporary fencing, to be in place for the duration of construction activity, placed around significant existing trees to be preserved and/or where site conditions are constrained, adjacent to tree preservation areas.

Hoarding is defined as a solid wood structure/fence, generally of plywood, with a minimum height of 1.2 m (4 ft.).

The Development and Design Division hoarding specification detail can be found at the following link. [Hoarding Detail](#)

Hoarding Specifications for the Community Services Department can be found under Planting Details – Tree Preservation Hoarding at the following link. [Community Services - Hoarding Detail](#)

### **2.1.10 Environmental Impact Study**

The purpose of an Environmental Impact Study (EIS) is to determine the impact of the proposed development on the existing site conditions and the surrounding area, and recommend ways to minimize environmental impacts. The Terms of Reference for this type of study is often scoped to address the specific issues pertaining to each property. The applicant will be advised at the pre-application meeting if an EIS is required, after which they will work with the Community Services Department, and often the relevant Conservation Authority staff, to prepare an acceptable Terms of Reference to scope the EIS.

## **2.2 DRAWING REQUIREMENTS**

### **2.2.1 Drawings**

All drawings must be/contain:

- PDF or vector PDF is preferred standard of drawings
- Uploaded to ePlans as an individual page
- Under 1GB in size
- Named according to the naming convention
- Contain standard notes, north arrow, scale, key location plan
- Top right corner of all drawings should be left blank with the exception of the boarder for City's electronic approval stamp, refer to the size chart in the ePlans Help and Support information [ePlans Help and Support](#)

**2.2.2 Naming of Drawings**

Drawing Type	Character - Discipline	Sample File Name
Site Plan	A - Architectural	A100 - Site Plan
Elevations	A - Architectural	A200 - North Elevation
Floor Plans	A - Architectural	A300 - Ground Floor Plan
Concept Plan	A - Architectural	A400 - Concept Plan
Grading Plan	C - Civil	C100 - Grading Plan
Survey Plan	C - Civil	C105 - Survey Plan
Tree Inventory Plan	L - Landscape	L100 - Tree Inventory Plan
Landscape Plan	L - Landscape	L200 - Landscape Plan

**2.3 CHECK LISTS**

**2.3.1 All Drawings**

All drawings should include the following general information:

	Scale (preferred 1:200) Metric
	North Area (construction north and drawing north)
	Key Location Plan
	Applicant and Owners name, address, telephone, email
	Municipal Address
	Legal Description
	Site Plan Number (SP 17-XX WX)
	Title Block (show with blank space for approval stamp)
	Dimensions and bearings of the lot
	Professional stamp

**2.3.2 Site Plan Drawings**

Site Plan drawings should include the following, in addition to the above list.

	Site statistics (lot area, front, gross floor area, parking, loading, etc.)
	All information in metric
	Zoning of the property
	Building dimensions and building entrances
	Finished floor elevations
	Adjacent land uses, zoning, structures, abutting street names
	Setback to all buildings and structures
	Bus stops, utilities meters and municipal sidewalks
	Easements
	Parking spaces, accessible spaces, loading spaces, aisles – all dimensioned
	Landscape areas/buffers including width dimensions
	Amenity areas
	Standard notes as applicable see section below
	Type of surface (asphalt, concrete)
	Fire route, including turning radii
	Community mailbox location
	Natural features

**2.3.3 Floor Plan Drawings**

Floor plans drawings should include the following:

	Dimensions (overall and room dimensions in metric)
	Label use of spaces
	Access points to building
	Roof plan
	Parking below grade floor plans

**2.3.4 Elevation Drawings**

Elevation Drawings should include the following, in addition to the above “All Drawing requirements”.

	Dimensions (Metric)
	Roof top mechanical units
	Building materials and colours

**2.4 STANDARD NOTES FOR SITE PLAN DRAWINGS**

The following notes are to be included on all site plan drawings, where relevant.

**2.4.1 General Site Plan Note**

This note should be included on all site plan drawings, regardless of type of development being proposed.

**General Note:**

- i. I hereby certify that this drawing confirms in all respects to the site development plans Architect or Engineer’s Signature (if applicable) and Professional seal
- ii. The City of Mississauga requires that all working drawings submitted to the Building Division as part of an application for the issuance of a building permit shall be certified by the architect or engineer as being in conformity with the site development plan as approved by the City of Mississauga.
- iii. All exterior lighting will be directed onto the site and will not infringe upon the adjacent properties.
- iv. All rooftop mechanical units shall be screened from view by the applicant.
- v. Parking spaces reserved for people with disabilities must be identified by a sign, installed at the applicant’s expense, in accordance with the By-law Requirements and Building Code Requirements.
- vi. The applicant will be responsible for ensuring that all plans confirm to Transport Canada’s restrictions.
- vii. Grades will be met with a 33% maximum slope at the property lines and within the site.
- viii. All damaged areas are to be reinstated with topsoil and sod prior to the release of securities.
- ix. Signage shown on the site development plans is for information purposes only. All signs will be subject to the provisions of Sign by-law 0054-2002, as amended, and a separate sign application will be required through the Building Division.

- x. Any fencing adjacent to municipal lands is to be located 15 cm (6.0 in.) inside the property line.
  - xi. Only “shielded” lighting fixtures are permitted for all development, except for detached and semi-detached dwellings within 60 m (196.8 ft.) of a residentially zoned property and must confirm to the Engineer Certified Lighting Plan.
  - xii. The Engineer Certified Lighting Plan must be signed by the consulting Engineer.
  - xiii. The Owner covenants and agrees to construct and install “shielded” lighting fixtures on the subject lands, in conformity with the Site Plan and Engineer Certified Lighting Plan to the satisfaction of the City of Mississauga.
  - xiv. The applicant will be responsible for ensuring that all plans confirm to Transport Canada’s restrictions.
  - xv. Where planting is to be located in landscaped areas on top of an underground parking structure, it is the responsibility of the applicant to arrange the coordination of the design of the underground parking structure with the Landscape Architect and the Consulting Engineering. Underground parking structures with landscaping area to be capable of supporting the following loads:
    - 15 cm of drainage gravel plus 40 cm topsoil for sod
    - 15 cm of drainage gravel plus 60 cm topsoil for shrubs
    - 15 cm of drainage gravel plus 90 cm for treesOr
    - Prefabricated sheet drain system\* with a compressive strength of 1003 Kpa plus 40 cm topsoil for sod
    - Prefabricated sheet drain system\* with a compressive strength of 1003 Kpa plus 60 cm topsoil for shrubs
    - Prefabricated sheet drain system\* with a compressive strength of 1003 Kpa plus 90 cm topsoil for trees\* Terradrain 900 or approved equal
  - xvi. The structural design of any retaining wall over 0.6 m in height or any retaining wall located on a property line is to be shown on the Site Grading plan for this project and is to be approved by the Consulting Engineer for the project.
  - xvii. Continuous 15 cm high barrier type poured concrete curbing will be provided between all asphalt and landscaped areas throughout the site.
  - xviii. All utility companies will be notified for locates prior to the installation of the hoarding that lies within the site and within the limited of the City boulevard area.
- 

### **Additional Standard Notes for Infill House Site Plans**

- xix. All excess excavated materials will be removed from the site.
- xx. There are no existing or proposed easements on the property (if applicable).
- xxi. At the entrances to the site, the municipal curb and sidewalk will be continuous through the driveway and a curb depression will be provided for each entrance.

- xxii. All proposed curbing at the entrances to the site is to stop at the property line or at the municipal sidewalk.
- xxiii. The portions of the driveway within the municipal boulevard will be paved by the applicant.
- xxiv. The existing drainage pattern will be maintained.
- xxv. All Utility Companies will be notified for locates prior to the installation of the hoarding that lies within the site and within the limits of the City boulevard area.
- xxvi. The applicant will be responsible for the cost of any utilities relocations necessitated by the Site Plan.
- xxvii. Should the installation of below ground services require hoarding to be removed, Planning and Building staff are to be contacted prior to the commencement of such work. Should an alternative service route not be possible, staff will inspect and document the condition of the vegetation and servicing installation in order to minimize damage to the vegetation.

### 2.4.2 Tree Protection

The following notes should be included on the site plan drawing.

**Tree Protection Note:**

The applicant is responsible for ensuring that tree protection hoarding is maintained throughout all phases of demolition and construction in the location and condition as approved by the Planning and Building Department. No materials (building materials, soil, etc.) may be stockpiled within the area of hoarding. Failure to maintain the hoarding as originally approved or the storage of materials within the hoarding will be cause for the Letter of Credit to be held for two years following completion of all site works. Hoarding must be inspected prior to the removal of any tree hoarding from the site.

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 2.4.3 Hoarding Detail

The hoarding detail should be shown on the site plan. Hoarding detail is found at the following link. [HoardingDetail](#)

#### 2.4.4 Standard Sign Note

Signs are approved through a separate permit issued by the Sign Unit of the Planning and Building Department.

If sign information has been included on the drawings, please include the sign note.

Sign Note:

Signs are approved under a separate permit process. Sign information shown is for information purposes only.

#### 2.4.5 Owner's Note

This note should appear on the landscape plan, if there is no landscape plan, this note should be included on the site plan drawing.

**Owner's Note:**

We agree to implement the approved Site and Landscape Plans within 18 months after the execution of the Site Plan Undertaking and will retain the Landscape Architect to make periodic site inspections. Upon completion of the works we will forward to the City of Mississauga a copy of the Completion Notification Certificate from the Landscape Architect and the applicable inspection fee.

The Landscape Architect or Consulting Engineer will provide certification to indicate that:

- the recommendations outlined in the Acoustic Vibration Study have been implemented in accordance with the study;
- the Engineering Certificate lighting Plan and the LID techniques for this project have been install in accordance with the approved plans

Any revision to the Site Plan, Landscape Plans and Engineer Certified Lighting Plan (if applicable) will be submitted to the Planning and Building Department, Development and Design Division, City of Mississauga for review and approval, prior to the commencement of the works.

We hereby authorize the City, it's authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents and save them harmless from any and all actions arising out of the exercise by the City, its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of any change of ownership of the said lands.

Signature of Owner: \_\_\_\_\_  
 Name of Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

**2.4.6 Condominium Declaration for Multiple Facility Residential Developments**

The following note should be on the site plan drawing for all multiple residential developments.

Standard Signed Condominium Declaration for Multiple Family Residential Developments:

I hereby certify that the Landscape Plan conforms to the Site Grading and Drainage Plan for this application.

As follows:

DOMINIUM OF CANADA	)	IN THE MATTER OF A
PROVINCE OF ONTARIO	)	MULTIPLE RESIDENTIAL
	)	BUILDING DEVELOPMENT
REGIONAL MUNICIPALITY	)	ON THE PROPERTY LOCATED IN
OF PEEL	)	THE CITY OF MISSISSAUGA
	)	BEING KNOWN AS
TO WIT: )	)	_____
	)	_____
	)	_____
	)	_____

I, \_\_\_\_\_

MAKE OATH AND SAY AS FOLLOWS:

- I AM THE PRESIDENT OF \_\_\_\_\_ WHICH IS THE OWNER AND BUILDER OF MULTI RESIDENTIAL BUILDING(S) ON THE PROPERTY DESCRIBED ABOVE.
- THAT THE SAID MULTI RESIDENTIAL BUILDING(S) IS BEING BUILT TO BE SOLD / RENTED AS CONDOMNIUM / RENTAL TOWNHOUSES / APARTMENTS (AS APPLICABLE).

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE AND KNOWING THAT IT IS ON THE SAME FORCE AND EFFECT AS IF I MAKE IT UNDER OATH.

DECLARED BEFORE ME AT THE	)	_____
_____	)	_____
	)	_____
IN THE MUNICIPALITY OF	)	_____
_____	)	_____
THIS _____, DAY OF _____	)	_____
20 _____.	)	_____
	)	_____

A COMMISSIONER ETC. \_\_\_\_\_

## **2.5 LANDSCAPE DESIGN STANDARDS**

Applicants are encouraged to work with their consultants to provide innovative or alternative designs that address the criteria outlined in the General Principles.

### **2.5.1 Sustainability and Low Impact Development Techniques**

Mississauga encourages sustainable stormwater management by maximizing the natural infiltration and retention of rainwater through site development. Consider permeable pavement, rainwater harvesting, bioretention systems, green roofs and other technologies. Indicate in the covering letter how sustainable stormwater management has been addressed through the current proposal. Refer to the following website for more information: [www.sustainabletechnologies.ca](http://www.sustainabletechnologies.ca)

### **2.5.2 Streetscape Criteria**

Where it has been determined that streetscape plans will be required within the municipal boulevard, the applicant must provide a concept proposal for the works, a utility plan that identifies that the intended works can be completed and a cost estimate for the proposal. Streetscape plans will be reviewed by the Planning and Building, Community Services and the Transportation and Works Departments. Once the proposal and estimates are approved, securities must be provided to the Transportation and Works Department and they will schedule the streetscape works.

### **2.5.3 Design of Traffic Islands / Walkways / Stairs**

Traffic islands are to be a minimum of 3 metre wide to accommodate high branching deciduous trees and 0.8 m shorter than the length of the parking stalls. The islands are to be raised and designed to include low maintenance and salt tolerant plant material. Any hard surface paving utilized for islands are to be of a material other than asphalt.

Surfaces for all walkways are to be of a hard surface other than asphalt, with the exception of park path connections.

Exterior stairs are to be poured in place if more than 2 risers high.

**2.5.4 Plant Material Specifications**

Minimum acceptable sizes for plant material are:

Deciduous trees	60 mm caliper
Ornamental trees	50 mm caliper
Coniferous trees	1.8 m height
Deciduous shrubs	60 cm height
Coniferous shrubs	60 cm height

Also note:

- All plant material to conform to the Canadian Nursery Trades Association Metric Guide Specifications and Standards
- All sod is to conform to the Canadian Nursery Sod Growers' Specifications
- No planting will be permitted within a drainage swale
- All shrubs to be installed in continuous planting beds
- All grassed areas are to be sodded, unless otherwise agreed to by the Development and Design Division

**2.5.5 Landscape Screening Criteria**

Landscape screening and/or fencing is required to reduce the impact of exposed parking, driveways, storage, services, garbage, loading areas, and other non-compatible uses and is to be provided in addition to perimeter tree planting requirements. This shall consist of one or a combination of the following alternatives:

- Berming (1 m high minimum with a maximum 33% slope) and planting consisting of shrubs and coniferous planting;
- Planting consisting of shrubs and trees with 50% being coniferous planting;
- Low decorative screen walls (1 m high); and,
- Other site specific methods appropriate to the application

### 2.5.5.1 Garbage Enclosures

Garbage enclosures are required for external garbage storage areas.

The design of garbage enclosures is to be of a material similar to that of the main building (e.g. masonry). Enclosures will be a minimum 2 m high with swinging gates.

Collection areas are to be adequately screened by planting and fencing.

### 2.5.6 Perimeter Tree Planting Requirements

Minimum on Centre Spacing (in metres) internal to the site.						
Proposed Land Use	Commercial	City Centre/ Employment/ Office	Institutional	Residential	Municipal Street	Greenbelt and Park
Commercial	12	9	9	6	7.5	9
City Centre / Employment/ Office	9	N/A	9	6	7.5	9
Institutional	9	9	9	6	7.5	9
Residential	6	6	6	6	7.5 *	9
Municipal Street	7.5	7.5	7.5	7.5 *	N/A	N/A
Greenbelt and Park	9	9	9	9	N/A	N/A

**Note:** The requirements of this chart are in addition to any landscape screening requirements.

It is acceptable to provide an equivalent number of trees (based on the spacing formula) in groupings along the property line.

Quantities calculated are to be high branching deciduous trees with an additional minimum 10% to be coniferous trees.)

Common Element Townhouses and On-Street Townhouses require one tree per lot (space permitting) along the street. Planting is not allowed on the parcel of tied land/property lines.

The use of small ornamental trees is encouraged to compliment the streetscape, where space is restricted.

### **2.5.7 Fencing Requirements**

Types of fencing will be reviewed on their own merit on a site-by-site basis. For all fencing requirements adjacent to Parkland or Greenbelt, please reference the fence details at the link provided. [Community Services - Fencing Details](#)

#### **2.5.7.1 Solid Wood Screen Fencing**

Solid fencing requirements:

- Height is to be 1.8 m to 2 m
- Footings minimum 1.2 m deep in poured concrete
- Posts spacing maximum 2.4 m on centre
- Construction grade wood material is not acceptable
- All hardware to be galvanized
- Step fencing on slopes in 0.3 m increments

Acceptable details must be provided upon request, but alternatives for all types of fencing will be reviewed.

### **2.5.7.2 Heavy Construction Fencing**

Heavy construction fencing is used to separate residential development from commercial or industrial development. This fencing is an upgrade to the solid wood screen fence. The following standards apply:

- Minimum post size 150 mm x 150 mm
- Minimum section thickness 50 mm
- Heavy construction fencing also take the form of concrete or masonry acoustical walls, where applicable
- Locate 0.3 m within commercial property from adjacent residential use

### **2.5.7.3 Chainlink Fencing**

Black vinyl coated chain link fence is required for areas not secured through Plan of Subdivision. Please reference the Community Services Department's fencing details at the link provided. [Community Services - Fence Details](#).

### **2.5.7.4 Perimeter Fencing**

Fencing that abuts municipal roadways require an upgraded treatment (eg. decorative tubular fencing with plant material, masonry pillars, upgraded wood detailing) and must be located 0.3 m within the property line.

### **2.5.7.5 Acoustic (Noise) Walls and Fences**

The acoustical design and structure of the acoustical walls are to be designed by the Consulting Engineer and reviewed and approved by the Planning and Building and Transportation and Works Departments.

FENCING REQUIREMENTS								
Land Use	Parks / Greenbelt	Commercial *	Automotive Service Commercial *	Industrial	Schools	Churches, Libraries, other Community Uses	High Density Residential	Multiple Occupancy Residential
Public Roads	At the discretion of Community Services	N/A	N/A	N/A	N/A	N/A	1.2 m decorative metal	1.2 m decorative metal
Parks / Greenbelts	N/A	1.5 m black vinyl chain link	1.5 m black vinyl chain link	1.5 m black vinyl chain link	At the discretion of Community Services	1.5 m black Vinyl chain link	1.5 m black vinyl chain link	1.5 m black vinyl chain link
Commercial	1.5 m black vinyl chain link	N/A	N/A	N/A	1.8 m black vinyl chain link	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction
Automotive Service Commercial	1.5 m black vinyl chain link	N/A	N/A	N/A	1.8 m black vinyl chain link	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction
Industrial	1.5 m black vinyl chain link	N/A	N/A	N/A	1.8 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
Schools	At the discretion of Community Services	1.8 m black vinyl chain link	1.8 m black vinyl chain link	1.8 m black vinyl chain link	N/A	1.8 m black vinyl chain link	1.8 m black vinyl chain link	1.8 m black vinyl chain link
Churches, Libraries, other Community Uses	1.5 m black vinyl chain link	1.5 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
High Density Residential	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
Multiple Occupancy Residential	1.5 m black vinyl chain link	1.8 m heavy construction	1.8 m heavy construction	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen
Detached Residential	1.5 m black vinyl chain link **	1.8 m heavy construction	1.8 m heavy construction	1.8 m solid screen	1.8 m black vinyl chain link	1.8 m solid screen	1.8 m solid screen	1.8 m solid screen

- \* 1.8 m heavy construction fencing required if any Commercial development is adjacent to residential development. Acoustic fencing must be installed where required.
- \*\* Fencing between detached residential dwellings and parks/greenbelt shall be installed at the owner's expense. If adjacent to a greenbelt, fencing is to be located entirely on municipal property, 0.15 m inside the greenbelt. If adjacent to a park, fencing is to be located entirely on private property, 0.15 m inside the subject site.

## **2.5.8 Multiple Residential Development**

Landscape screening is required for:

- privacy areas adjacent to pedestrian walkways, internal roadways, recreational amenities and service areas
- the rear yard setbacks between privacy areas of townhouse blocks
- special landscape treatment, including trees, is required at the intersections of municipal and internal roadways; along the internal roads, and between internal roadways and public roads where they are parallel
- ground floor amenity spaces

### **2.5.7.1 Private Patio Areas**

All ground level privacy areas must include a patio area and the proposed materials are to be specified and detailed.

Patios, including wood decks, are to be a minimum 11 m<sup>2</sup> in size, not including stairs.

### **2.5.7.2 Front Entrance Walkways**

Front entrance walks are required from the driveways to the front entrances of the units. The standard width of a front entrance walk is 0.75 m minimum and should be of a hard surface material other than asphalt.

### **2.5.7.3 Privacy Screens**

Privacy screens a minimum of 1.8 m high wood screen fence is required between the rear privacy areas of the units. The standard length of the screens is 3 m minimum between privacy areas and 4.5 m minimum at the ends of the townhouse blocks.

#### **2.5.7.4 Mechanical Units**

Mechanical units such as air conditioners and heat pumps should be located at the rear of units and must not be within landscape or buffer areas.

#### **2.5.8 Outdoor Amenity Area Design**

Children's and senior's recreational facilities are to be identified, located and fully dimensioned on the Site Plan. The recreational facilities should be screened from adjacent units, privacy areas of adjacent properties, roadways, parking and service areas while providing adequate security. Access connections are to be provided to the recreational facilities.

##### **2.5.8.1 Children's Outdoor Amenity Areas**

Play areas must comply with current Canadian Standards Association and are required for multiple residential dwellings over 20 units.

See design reference note at link provided. [Outdoor Amenity Areas](#)

##### **2.5.8.2 Senior's Outdoor Amenity Areas**

Senior's outdoor amenity areas shall provide a range of passive and active experiences to offer opportunities for socialization.

See design reference note at link provided. [Outdoor Amenity Areas](#)

A minimum of one tree per lot (space permitting) is to be provided along the street. The use of small ornamental trees is encouraged to complement the streetscape.

## 2.6 LANDSCAPE DRAWING REQUIREMENTS

Where it has been determined by the Manager of Urban Design, Development and Design Division that a proposed industrial or commercial development will have minimal environmental impact on its site or surrounding area, the requirement in to have the plans stamped by a Professional Landscape Architect will be waived with the provision that it will be reinstated if satisfactory Landscape Plans have not been produced after two submissions.

### 2.6.1 Standard Drawing Requirements

	Ontario Association of Landscape Architects Professional stamp
	Owner's Note
	A metric scale of 1:200 or legible alternative
	Key Plan, North Area and Construction North Arrow
	Site Plan application file number
	Applicant's and owner's name, address, telephone number
	Project name, municipal address and legal description
	All bearings and dimensions of the property
	Adjacent land use, zoning and existing structures, bus bays, stops or shelters, above and below ground utilities, municipal sidewalks, boulevards and curbs location of sidewalk, tree planting corridor, splash pad, street furniture, etc. (if streetscape plans are required)
	Existing and proposed easements, right-of-ways any easements on site
	Location of parking spaces, aisles, loading spaces and location and type of curbing
	All vehicular entrances, driveways, roads and fire routes
	Existing trees and other vegetation, including tree species, caliper, canopy and condition - larger groupings of vegetation that are to be preserved or removed are to be identified by the predominant tree species, average diameter and general condition within the zone; the outside limit of the canopy and base of trunk are to be clearly shown
	Landscaped areas and existing natural features and location of preservation hoarding
	Type and location of all hard surface areas/walkways/stairs/ramps/pervious stable surfaces/bioswales
	Show garbage storage and handling areas
	Identify neighbourhood sign locations, dimensions, setbacks and elevations
	Show type, height and location of all existing and proposed free standing walls, retaining walls and fencing
	Show location, dimension and size of all exterior recreational amenities (at grade or

	rooftop)
	Identify location of all building entrances/access/service areas, ground floor privacy areas and screens
	All items to be provided by the developer of a subdivision (eg. fencing, streetscaping)
	Location of all street furniture, lighting, entry features, bicycle racks and site layout plan (if required)
	Show green roofs, if applicable
	Identify low impact development (LID) techniques being incorporated in the plans
	Show significant proposed grading information such as finished floor elevations, spot elevation and street grades.

### 2.6.2 Construction Details and/or Specifications

Construction details and specifications on the items listed below should be shown on the landscape plans.

- Planting
- Garbage enclosures
- Hard surface paving and pervious stable surfaces
- Parking and signage for persons with disabilities
- Fencing and acoustic barriers
- Protective tree preservation hoarding
- Neighbourhood signs
- Site furniture (i.e. seating, bike racks etc.)
- Free standing structures (i.e. pergolas, gazebos etc.)
- Play areas and equipment
- On slab planting and structures
- Other features such as LID techniques
- Retaining walls
- catch basin and sub-drain locations
- drainage swales: sodded with gradually sloping banks for stabilization and easy maintenance

### 2.6.3 Plant Material List

Plant material is to be clearly located and labelled. A plant list is to include the following:

- legend/key
- full botanical name
- common name
- quantity
- size: caliper, height and spread

## 2.7 LANDSCAPE DRAWING NOTES

The following notes should be included as indicated.

### 2.7.1 Existing Vegetation Note

Note to be included on Landscape and Grading Plan.

**Protection and Preservation of Existing Vegetation Note:**

All existing trees (singles and groups) which are to remain shall be fully protected with hoarding erected beyond the drip line of the tree canopy to the satisfaction of the Planning and Building Department prior to the issuance of the building permit. Areas within the hoarding shall remain undisturbed and shall not be used for the storage of building materials and equipment.

The Planning and Building Department will inspect the hoarding of trees on private property, while the Community Services Department will inspect the hoarding of public trees. Hoarding must remain in place until an inspection by the City and an appropriate removal time has been agreed upon.

The developer or agents shall take every precaution necessary to prevent damage to the existing vegetation to be retained. Where limbs or portions of trees are removed to accommodate construction, they will be removed in accordance with accepted arboriculture practice. Where root systems of protected trees adjacent to construction are exposed or damaged they shall be neatly trimmed and the area backfilled with appropriate material to prevent desiccation.

No open trenching shall occur through tree preservation zones (TPZ). Only directional boring can be used for service installation in these areas.

Where necessary, vegetation will be given an overall pruning to restore the balance between roots and top growth, or to restore its appearance.

Trees that have died or have been damaged beyond repair shall be removed and replaced at the owners' expense with trees of a size and species approved by the Planning and Building Department.

**2.7.2 Grading Note for Landscape Plan**

**Grading Note:**

I hereby certify that the Landscape Plan conforms to the approved Site Grading Plan for this application.

\_\_\_\_\_  
Signature of Landscape Architect      \_\_\_\_\_  
Print Name of Landscape Architect

\_\_\_\_\_  
Date

OR

If a Landscape Architect is not required to prepare the Landscape Plans, the following note is to be included instead of the above noted.

**Grading Note:**

I hereby certify that this Landscape Plan conforms to the approved Site Grading Plan Plan for this application.

\_\_\_\_\_  
Signature of Consultant      \_\_\_\_\_  
Print Name of Consultant

\_\_\_\_\_  
Date

**2.7.3 Streetscape Note for Landscape Plan**

**Landscaping on Municipal Boulevard Note:**

The applicant will be responsible to acquire the necessary utility stake outs and approvals from the Public Utilities Coordinating Committee (P.U.C.C.) and/or Transportation and Works Department prior to Site Plan Approval and prior to the installation of the landscape works on the municipal boulevard.

**2.7.4 Owner's Note**

This note should appear on the landscape plan, if there is no landscape plan, this note should be included on the site plan drawing.

**Owner's Note:**

We agree to implement the approved Site and Landscape Plans within 18 months after the execution of the Site Plan Undertaking and will retain the Landscape Architect to make periodic site inspections. Upon completion of the works we will forward to the City of Mississauga a copy of the Completion Notification Certificate from the Landscape Architect and the applicable inspection fee.

The Landscape Architect or Consulting Engineer will provide certification to indicate that:

- the recommendations outlined in the Acoustic Vibration Study have been implemented in accordance with the study;
- the Engineering Certificate lighting Plan and the LID techniques for this project have been install in accordance with the approved plans

Any revision to the Site Plan, Landscape Plans and Engineer Certified Lighting Plan (if applicable) will be submitted to the Planning and Building Department, Development and Design Division, City of Mississauga for review and approval, prior to the commencement of the works.

We hereby authorize the City, it's authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents and save them harmless from any and all actions arising out of the exercise by the City, its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of any change of ownership of the said lands.

Signature of Owner: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**2.7.5 Owners Note for City Projects**

The following note is to be included on the Landscape Plans for all City projects.

**Owner's Note - City Projects:**

Upon completion of the works, we will forward a copy of the Completion Notification Certificate from the Landscape Architect to the Development and Design Division, Planning and Building Department.

Any revision to the Site and Landscape Plans will be submitted to the Planning and Building Department for review and approval prior to the commencement of the works.

We hereby authorize the City, its authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the City and its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the City forthwith of change of ownership of the said lands.

Department Contact Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 1 – REVIEWERS OF SITE PLAN APPLICATION

Below is a list of departments and agencies that could be circulated the site plan application, as well as a detailed list of what their review would entail.

### City of Mississauga

#### Planning and Building Department

**Development and Design Division** - responsible for the coordination and review of all aspects of site design and landscaping, including building elevations, site layout, impact on adjacent land uses, natural features, streetscape, vehicular and pedestrian circulation.

**Zoning Section** – is responsible for reviewing the plans to ensure compliance with Zoning By-law 0225-2007, as amended, with respect to permitted uses, building setbacks, provision of required parking and loading, etc.

**Plumbing Section** - review Site Plans which propose the use of a private sewage system (or relocation or extension to an existing system).

#### Transportation and Works Department

**Transportation and Infrastructure Planning** - responsible for the review of grading, drainage, entrance locations, road widenings, the impact of the proposed development on existing roadways and streetscapes.

**Hurontario Light Rapid Transit Project, Bus Rapid Transit Corridor  
Mississauga Transit** - reviews transit routes, stops and other impacts on public transit.

**Engineering and Works** - considers the requirement for Lot Grading Approval (certification by an Ontario Land Surveyor or Professional Engineer) prior to building permit issuance

## **Community Services Department**

**Parks Planning** – is responsible for the assessment of fencing, tree protection, rehabilitation/landscape plans and grading in regard to properties adjacent to parkland and public open space and streetscape review. They review proposals for potential land dedication/easement or access requirements related to parkland or greenbelt needs.

**Fire and Emergency Services** - responsible for the review and approval of Fire and Emergency Services access to buildings, location of fixed fire protection equipment, water supply and the location of storage facilities for hazardous materials and community signage

**Forestry** - Public trees: Responsible for the protection and preservation of City owned trees. Forestry will administrate review of the proposal as it relates to the tree inventory, tree assessment, hoarding, tree protection deposits, tree removals, tree replacement, administration fees and general arboriculture requirements. Private trees: Responsible for the administration of the Private Tree By-law (0254-12) and administer the Tree Permit Process. Information regarding the Forestry Section is available at the following link:  
<http://www.mississauga.ca/portal/residents/urbanforestry>

**Culture Division** - responsible for reviewing projects that impact properties that are listed on the City's Heritage Register or designated under the Ontario Heritage Act

## External Agencies

### Region of Peel

Responsible for Regional Roads, water and sanitary sewer servicing, on-site waste storage and removal arrangements, and sanitary landfill sites

More information regarding the Region of Peel, Planning Department is available at the following link:

<http://www.peelregion.ca/planning/>

### Conservation Authorities

Review proposals for impacts on floodplains, valley lands and bank stability, stormwater management, erosion and sedimentation

There are three conservation authorities regulating lands in Mississauga:

Credit Valley Conservation Authority (CVC):

<http://www.creditvalleyca.ca/planning-permits/contact-planning/>

Toronto and Region Conservation Authority (TRCA):

<http://trca.on.ca/planning-services-permits/>

Halton Region Conservation:

<http://www.conservationhalton.on.ca/ShowCategory.cfm?subCatID=779>

### Ministry of Transportation

Responsible for review of impacts on Provincial highways and interchanges

More information regarding the Ministry of Transportation planning requirements is available at the following link:

<http://www.mto.gov.on.ca/english/engineering/management/corridor/municipal-guideline/standards.shtml>

### **Alectra Utilities (Enersource Hydro Mississauga)**

Responsible for the review of proposals with respect to electrical service to ensure there are no on-site conflicts with site design, landscaping and service provision

More information regarding Enersource requirements is available at the following link:

<http://www.enersource.com/Pages/index.aspx>

### **Utility Companies**

Bell Canada, Enbridge Gas, Rogers Cable and Enersource Hydro Mississauga - circulated to advise the utility companies of future residential developments which may require special consideration for utility connections

### **Canadian Nation (CN) Railway and Canadian Pacific (CP) Railway**

All applications which are adjacent to or within 300 metres of a rail line

### **Greater Toronto Airport Authority (GTAA)**

All applications for lands bounded by Eglinton Avenue to the south, Winston Churchill Boulevard to the west, the Brampton/Mississauga boundary to the north and the City of Toronto/Mississauga boundary as illustrated on Schedule 2.1.23 (Lester B. Pearson International Airport Operating Area Map) in Zoning By-law 0225-2007, as amended

More information regarding Greater Toronto Airport Authority requirements is available at the following link:

<http://www.torontopearson.com/gtaa.aspx#>

## APPENDIX 2 – LIGHTING FIXTURES

Examples of acceptable/unacceptable lighting fixtures are noted below for information purposes.

### Examples of Acceptable / Unacceptable Lighting Fixtures

